

# CalJOBS<sup>SM</sup>

## CalJOBS<sup>SM</sup> is

California's no fee Internet job search system. With our job opening and résumé listing system, you can create a résumé that can be seen by employers utilizing the Internet, and at the same time look for jobs.

## If you don't have access to a computer

that has Internet connectivity, visit your local EDD office or One-Stop Career Center. Computers are available at those locations to serve you.

## CalJOBS<sup>SM</sup> was designed to

be simple to operate. No computer or typing experience is required. The program quickly guides you through the résumé preparation and job seeking process.

## CalJOBS<sup>SM</sup> is accessible to the public

24 hours per day, seven days per week.



STATE OF CALIFORNIA

LABOR AND WORKFORCE DEVELOPMENT AGENCY

EMPLOYMENT DEVELOPMENT DEPARTMENT



A Proud Member of  
America's Workforce Network<sup>SM</sup>

The California State Employment Development Department (EDD) is a recipient of federal and state funds, is an equal opportunity employer/program, and is in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

Special requests for alternate formats need to be made by calling your local EDD office. The number is listed in the phone directory under "State of California, Employment Development Department."

CalJOBS<sup>SM</sup> is a product of:



# TO FIND A JOB

use

# CalJOBS<sup>SM</sup>

[www.caljobs.ca.gov](http://www.caljobs.ca.gov)

Thousands of job openings listed daily  
for your review

Creates a professional résumé for you  
quickly and easily

Self-referral to job openings

No fees

Widely available

# CalJOBS<sup>SM</sup> it's easy as...

## 1 REGISTRATION

To register in CalJOBS<sup>SM</sup> you simply enter your personal data and create your own logon information. Logon information includes a userid and password. Once registered, you can begin your job search.

## 2 LOG ON TO ANY COMPUTER THAT HAS INTERNET ACCESS

Enter your userid and password, then follow the on-screen instructions.

## 3 SEARCH AND APPLY FOR JOBS

You can immediately locate job openings for which you qualify. CalJOBS<sup>SM</sup> can also automatically search the database for new openings each night and inform you of matches by e-mail through a feature called Job Scout.

# WHY should I use CalJOBS<sup>SM</sup>

### Wide variety of job openings listed

Job openings range from entry to executive level.

### Résumé preparation

CalJOBS<sup>SM</sup> prepares an electronic résumé for you that is stored in the computer. This résumé can be viewed by employers statewide.

### Save time

You don't have to take time out of your schedule to come to EDD. You can use CalJOBS<sup>SM</sup> anywhere the Internet is available. CalJOBS<sup>SM</sup> can even search for you automatically, sending you daily e-mails to notify you of matches.

### Available at a location near you

CalJOBS<sup>SM</sup> is available at EDD, One-Stop Career Centers, or any location having access to the Internet.

### Save money

There's no fee to use CalJOBS<sup>SM</sup>. All you have to spend is a little time looking for the right job.

### It's easy

Log on to CalJOBS<sup>SM</sup> at EDD, or from any location having access to the Internet. Answer the on-screen questions, and begin your job search. Within minutes you will be looking through thousands of job openings statewide.

## Register Today

### Is there someone I can talk to if I need help?

If additional assistance is needed, you can speak directly with one of our representatives by calling our CalJOBS<sup>SM</sup> Customer Support Desk toll-free at (800) 758-0398, Monday through Friday, 8 a.m. to 5 p.m.

### For more information about CalJOBS<sup>SM</sup>:

For the location of your nearest EDD office or One-Stop Career Center, please visit EDD's Internet site at [www.edd.ca.gov](http://www.edd.ca.gov). Locations of EDD sites can also be found in the white pages of your local telephone directory under "State Government Offices, Employment Development Department, Job Service Information."

Or register  
with CalJOBS<sup>SM</sup> at:

[www.caljobs.ca.gov](http://www.caljobs.ca.gov)